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SECTION: Procedures - Hearings

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TITLE: Release of Hearing Documents Filed with the Commission

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#### **Release of Hearing Documents Filed with the Commission**

Documents are filed with the Registrar for hearings before the Commission. The Registrar logs all documents received pertaining to a hearing:

- (1) in the mail log indicating the date received and content; and
- (2) in the hearing record pertaining to the related hearing.

Parties are required to distribute copies of all documents filed with the Commission to each other.

If a member, former member, beneficiary, or anyone claiming to have interest in the hearing matter requests in writing information or hearing documents, the Registrar will provide parties with access to hearing documents. The Registrar informs all parties of such requests so that everyone is apprised of all parties with an interest in the proceedings and in the matter to be heard.

At least one week prior to a hearing conference, the Registrar will send a complete set of all hearing documents filed in respect of the hearing to the panel members for their review.

After the hearing and immediately upon release of a decision, the Registrar sends the written Reasons for Decision to the applicant (or the agent for the applicant who filed the application) and all persons who requested, in writing to the Registrar, to be informed of the hearing result. Upon appeal of a decision, the Registrar files the record of the Commission with the court within 30 days after receipt of the Notice of Appeal.

Documents filed at the hearing are public documents and as such may be made available upon request. When a request is made, the Registrar arranges for document viewing in accordance with procedure P500-002. If photocopies are required, standard process and fees apply as set out in P500-002.